



**Open to:** Open to All Qualified Candidates  
**Opening Date:** **March 02, 2015**  
**Closing Date:** **March 20, 2015**  
**Work Hours:** Full time position – 40 hours/week  
**Grade:** **FSN-11 (with the possibility of hiring the employee at the trainee level)**

**Note:** Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

## **A. BASIC FUNCTION OF POSITION**

The primary purpose of this position is to manage information resources of paramount importance to USAID/Guinea & Sierra Leone given the new generation of corporate information systems that are coming on line to meet the Agency's business needs. These new information systems stress extensive user involvement and are designed to increase USAID staff productivity and efficiency.

## **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- **Education (15 POINTS)** Completion of a four year University Degree or Bachelor or the host country academic equivalent, in the fields of computer science, information systems management, or equivalent is required.
- **Work Experience (30 POINTS):** At least five years of progressively responsible work of a program, technical, or administrative nature where emphasis is placed on analytical, judgmental, and expository abilities with respect to the operation, management, and utilization of computer systems. At least one year in a senior level position.
- **Language Skills:** Level III in English and French are required (15 POINTS)
- **Knowledge, skills and Abilities required by the position (40 POINTS):**
  - An expert knowledge of computer hardware, computer programming languages, computer systems operations and their application, and the policies and the procedures relatives to equipment requirements planning, acquisition, funding, and justification. Must possess comprehensive knowledge of strategic objectives, projects, and organizations support, to discern opportunities for increase support, and to resolve operational problem of such supported organizations. Must possess extensive knowledge of the principles, techniques, and methodologies involving computer system analysis, programming, operations, and related aspects of telecommunications. Must possess knowledge of the principles of personnel, financial, and equipment resource management. Must possess a valid certifications in Microsoft, Cisco, Linux, Mac-OS, Project Management or Information Systems Security. Position requires the ability to discuss complex concepts with line managers, users, and other personnel and to related requirements to computer system capabilities; ability to effectively deal with competing user requirements and to negotiate acceptable solutions; ability to conceptualize objectives of assignments and to translate objectives into concrete plans; ability to present issues persuasively before top management relative to system requirements and obtain needed funding and program support; and ability to advise prospective users diplomatically of system limitations or other priorities and to work out alternatives. Position requires exceptional interpersonal skills in order to gain acceptance of findings, recommendations, and decisions relative to computer system operation and support. Must be skilled in supervising a subordinate workforce and/or coordinating support services of vendor representatives and contractors. Must be skilled in using administrative and technical reference material, and relating information therein to technical aspects of management, e.g. systems analysis, design of system architecture, development of standards for tests and evaluation, etc. Must be skilled in applying rules concerning systems acquisition to insure acceptance by of proposals headquarters.

Copy of the complete position description listing all duties and responsibilities is available in USAID website <http://guinea.usaid.gov> or <http://conakry.usembassy.gov> or in the USAID HR section.

Interested applicants should submit applications to: [Conakrypscjobs@usaid.gov](mailto:Conakrypscjobs@usaid.gov) or [ConakryHR@state.gov](mailto:ConakryHR@state.gov)

Applications form OF-612 can be found at: <http://www.usaid.gov/sites/default/files/OF612> and Form DS-174 can be found at <http://eforms.state.gov/searchform.aspx>